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SECURITY INFORMATION

Operations Staff

Section
VIII

There is a staff in OCD whose duties somewhat resemble those of a roving center. The Operations Staff was set up in 1947 as the Coordinating Staff (for coordinating operations within the Reference Center). It advises and assists the Division Chiefs in various aspects of their operations and handles procedural matters and special reports. Of its normal complement of thirteen, generally about two-thirds are lending a hand full time in one or another of the Divisions.

The members {not infrequently} are expected to act as stop gaps where lacunae have suddenly appeared amid some unusual press of operations. Such temporary duty is often likely to yield to permanent assignment. The Staff therefore serves the dual purpose of providing necessary relief ^{and} ~~but~~ enables the personnel to become familiar with the varied functions of the ^{Office} ~~Division~~ as a whole.

OCD further originated the practice of utilizing prospective employees, not fully cleared, to do unclassified jobs. This allowed

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without compensation, the time required for security clearance.

The clipping service was started on 15 March 1948. Since that time it has been attached to the Library and greatly expanded.

omit ? ~~In 1951 an average of 16,000 clippings a month were distributed~~

~~to the several offices most concerned.~~] The uncleared personnel

pools are now attached to the Personnel Division under the aegis

of the Office of Training.

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